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ABSTRACT

This handbook for incoming students describes procedures, services, programs, and opportunities at St. Louis Community College at Forest Park. First, the handbook outlines procedures for enrolling in classes, covering admissions, placement tests, registration, fee payment, and adding, dropping, or changing classes. A section on new student orientation is followed by brief descriptions of various student services, including financial aid, student activities, instructional resources, the learning achievement center, the Careers for Homemakers Program, veterans services, the Metropolitan Re-Employment Program, counseling and advising, and job placement. The next section offers information on interpreting placement tests results, figuring grade point averages, planning schedules, class attendance requirements, course withdrawal, obtaining transcripts, and dealing with academic problems. This section also describes programs such as the Institute for Continuing Education and the Reserve Officer Training Corps and outlines alternative means for obtaining credit (e.g., credit by examination, work/military experience evaluation, and transfer credits). A list of the associate degree and certificate programs available on campus is followed by definitions of various terms, such as academic load, elective courses, honors list, and waivers. The last sections provide a directory of services, an academic calendar, a sample academic advising form, and sample placement test questions. (LL)

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1983-84

STUDENT HANDBOOK

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ST. LOUIS COMMUNITY COLLEGE AT FOREST PARK

Welcome to Forest Park

Now that you have been admitted to St. Louis Community College at Forest Park, we hope that your experience will be meaningful and productive. This handbook has been prepared to ease your transition into college, and to answer many of the questions which will arise during this time. We have described the various procedures, services, programs, and opportunities available on campus. We hope that you will take advantage of all that is offered. Please read through the handbook and keep it as a reference.

Our special thanks to Joe Roth, counselor and coordinator of academic advising, for his work in writing and Margaret Christopher, information specialist, for her work in editing this handbook.

E. Daniel Kapraun
Director of Counseling

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I. How to Enroll in Classes

A. Admission

If you have not already been admitted, fill out an application at the campus admissions office, or call to have one mailed to you. Once admitted, you may register each semester for the courses you wish to take. A schedule of courses, describing the courses and listing the locations, dates and times, is published prior to each semester. The schedule is available at the Admissions office, or it may be requested by phone.

ROOM U-200; PHONE 644-9128

There are two ways to be admitted to the College: as a ***regular student*** or as an ***unclassified student.***

Regular student: As a regular student you submit official high school transcripts, or GED scores and/or college transcripts and choose a specific program of study. You may be either a full-time or a part-time student.

Unclassified student: As an unclassified student you need not submit transcripts or declare a major and either

1. You do not take the placement tests, in which case you will be limited to a maximum of eight credit hours, and you may not register for college composition, reading or math,

— or —

2. You do take the placement tests and you will be permitted to take nine credit hours, and you may register for college composition, reading or math.

Counselors and advisors may approve exceptions to the eight- or nine- hour credit limit for the initial semester under special circumstances. Check with your counselor or advisor. Courses taken by unclassified students may be applied to a degree or certificate. In addition, you may elect to change from unclassified to regular student status by fulfilling the requirements as indicated above.

B. Placement Tests

All students should take the placement tests except those who can document that they have previously passed college composition and math courses here or at other colleges. Times and dates of the placement tests may be obtained by contacting the Learning Achievement Center. Samples of the placement tests are included in the appendix of this handbook, or they may be obtained in the Learning Achievement Center.

ROOM G-229; PHONE 644-9267

C. Registration

Follow these instructions during regular registration (the week before classes begin)

If you need to take the placement tests:

1. Request an appointment for registration at the admissions counter.
2. Take the placement tests in the Learning Achievement Center, room G-229, at the next available time.
3. Take your tests scores to the registration area at the time shown on your appointment slip.

If you are not required to take the placement tests, request an appointment at the admissions office to enter the registration area at your earliest convenience.

Follow these instructions at times other than regular registration

1. Visit the counseling appointment office, room F-218 or call 644-9252, and make an appointment with a counselor or advisor. Be sure your appointment is at least ***seven days after*** you have taken the placement tests. (The appointments are usually for one-half hour. If you wish to discuss personal matters with a counselor, be sure to request a one-hour appointment.)
2. Your counselor or advisor will sign an advising form listing the courses you plan to take. Ask your counselor or advisor for specific information on registration procedures or applying for financial aid before you leave the office. Take your signed advising form to the registration room, E-213.
3. **REGISTER EARLY:** every course cannot be offered every semester nor can the College provide unlimited space. Early registration will help assure that you obtain the classes of your choice.

D. Payment of Fees

Your registration is not complete and will be canceled if you have not paid your fees by the due date. Pay your fees in the Cashier's Office, room U-122. Fees may be paid by cash, money order, personal check, Visa, MasterCard or with financial aid by previous arrangement. If you plan to pay your fees with some form of financial aid, you must visit the financial aid office, room U-209, before you go to the Cashier's Office.

E. Adding, Dropping or Changing a Class

During the first two days of classes, students are given the chance to add or drop classes, if necessary. Go to the Records Office, room U-200, and ask for an appointment during the "program adjustment" period. (Only one day during summer session.)

At other times, students may withdraw from classes and receive a "W" grade by having a counselor or advisor sign a withdrawal form **and taking it to the Records Office** before the last date to withdraw for that semester. Check the academic calendar page for the last date to withdraw.

II. New Student Orientation

New student orientation is held during the first few weeks of the Fall semester. All students with no previous college experience, who are registered for six or more credit hours, should enroll in orientation. Orientation will acquaint you with the resources of the College and with some planning strategies for your future. You will also be introduced to other first-time college students. The information provided in orientation with enhance your ability to succeed in college.

III. Services for Students

Financial Aid

Financial assistance at St. Louis Community College is available in the form of Pell Grants, Missouri State Grants, Supplemental Educational Opportunity Grants, Missouri Guaranteed Loans, College Work-Study and a variety of scholarships. Most awards are based upon financial need, but specific funds may have additional eligibility requirements. In addition, financial aid is awarded on an academic year basis; therefore, a student must apply for aid each year.

ROOM U-209; PHONE 644-9117

Student Activities

You will find a wide variety of student activities and organizations open to you at Forest Park. Intercollegiate and intramural athletics, dances, debates, films, musical and theater events, the game room, student clubs and organizations, student newspaper, student government and babysitting services. Most functions are free or offered at a reduced rate with a Forest Park student I.D. An individual or group wishing to organize an activity should contact the Student Adtivities Office.

The Student Activities Office publishes a comprehensive pamphlet outlining the various activities and organizations available to students. You may pick one up in their office.

ROOM U-101; PHONE 644-9138

Instructional Resources (IR)

The campus Instructional Resources includes the library, media services and instructional television. In addition to more than 75,000 books, periodicals and journals, IR provides copy machines, specialized instructional laboratories, records, tapes, video recording services and other materials. IR staff members are always available to assist you and your teachers.

D TOWER: PHONE 644-9210

Bookstore

The Forest Park Bookstore, located on the first floor of the College Center, has the books and supplies you will need for your classes, in addition to greeting cards, gift items and snacks. It is best to attend at least one class of each course to obtain the titles of all books and supplies you will need before you purchase them. The estimated cost of textbooks for a full-time student averages $80 per semester. Those enrolled in specialized courses such as engineering, art, drafting, allied health, etc. will need to budget an additional amount for supplies.

ROOM U-100; PHONE 644-9150

Cafeteria

The cafeteria is in the lower level of the College Center. It is open every weekday and in the evenings when classes are in session.

Learning Achievement Center

The Learning Achievement Center provides personal help in the areas of reading, basic skills, writing, techniques on studying, math, speed-reading and advanced study. Personalized and individualized instruction is available. Visit the Learning Achievement Center or contact a counselor to learn how to solve special problems, to discover courses you can take to improve your skills, to arrange for tutoring or to explore advanced study in your field.

ROOM G-229; PHONE 644-9267

Careers for Homemakers

"Careers for Homemakers" is a displaced homemakers program located on all three campuses of St. Louis Community College and is offered through the Institute for Continuing Education. It provides vocational counseling to help displaced homemakers enter the job market for the first time or after a significant absence.

ROOM L-047; PHONE 644-9262

Veterans Services

The Veterans' Affairs Office offers specialized services to those students eligible for veterans' benefits. Students planning to use veterans' financial benefits must have regular student status and a degree objective no later than the end of their first semester in attendance.

ROOM E-222; PHONE 644-9226

Metropolitan Re-Employment Program

The Metropolitan Re-employment Project was established to assist displaced workers in the St. Louis area. The project provides career counseling, job search skills, information on training programs, placement assistance and referral to social service agencies.

ROOM G-111; PHONE 644-9142

Counseling, Advisement, and Job Placement Services

A staff of professionally trained counselors, educational advisors and job placement specialists provides the following services for students enrolled at the campus:

- Academic Advising
- Career Counseling
- Foreign Student Counseling
- New Student Orientation
- Personal - Social Counseling
- Job Search Skills — Full and Part-time Jobs

Counseling and Advising

Counselors and advisors can assist students in choosing a program of academic studies and in career planning. Each student should receive assistance from a counselor or advisor in planning a program of study at Forest Park. Counselors can also help in solving problems of a personal or social nature. You will find that counselors and advisors have practical experience and can relate to your needs and problems. Information is also provided concerning community resources, alternative educational opportunities and adult counseling services. ***You should make an appointment to see a counselor or advisor before you register for classes each semester.*** (Walk-in appointments can often be arranged by going directly to the Counseling Center, Room F-217.)

APPOINTMENT OFFICE, ROOM F-218; PHONE 644-9252

Job Placement

Job Placement specialists provide information on resume writing, interview techniques, job market conditions and identifying prospective employers. Assistance is provided with both full-and part-time employment. Regular orientation sessions are offered to train students in job search techniques. Career fairs are also held at various times throughout the year.

ROOM F-224/F-226; PHONE 644-9252

In addition to the above general counseling services which are available to all students, counseling programs are available to meet specialized student needs. These are:

VRE Program for Disabled Students (Vocational Resource Educator)

This program provides support services for disabled students who plan to enter career programs. Tutors, readers, adaptive devices and supportive counseling are available.

ROOM E-222; PHONE 644-9252

RSVP (Resource Services for Vocational Planning)

RSVP provides assistance for students who desire to enter a career program, but who need additional basic skills because of inadequate high school preparation or length of time out of school. A range of supportive services and counseling is provided.

ROOM G-312/314/316; PHONE 644-9252

VAEL (Vocational Assessment and Exploration Laboratory)

VAEL provides in-depth vocational assessment and exploration services for students with special needs. Students must be referred to VAEL by one of the special needs programs such as VRE, RSVP or Careers for Homemakers.

Counseling Center

The Counseling Center maintains an extensive library of career materials: SIGI and Discover II (computer based career guidance programs), job placement materials, career cassette tapes which relate to campus academic programs, college transfer and scholarship information, and curriculum planning aids.

ROOM F-217; PHONE 644-9252

Staff of the Counseling Division

Name	Room
E. Daniel Kapraun, director of counseling	**G-215A**
Hilda Becker, counselor	**E-228**
Libby Fitzgerald, counselor	**E-230**
Doris Latta, counselor	**F-214**
Ruth Lewis, counselor	**F-216**
Louis Marion, counselor	**E-226**
Lucille Mitchell, RSVP counselor	**G-314**
Douglass Petty, RSVP counselor	**G-316**
Marlene Rhodes, counselor	**G-216**
Joe Roth, counselor	**G-214**
Bard Schatzman, VRE counselor for disabled students	**E-222**
Fredda Witherspoon, counselor	**F-212**
Chris Wulf, RSVP counselor	**G-312**
Margaret Christopher, counseling information specialist	**G-217**
Burdette Miller, educational advisor	**F-217**
Linda Rantz, educational advisor	**F-217**
Phillshea Ingram, job placement specialist (part-time jobs)	**F-224**
Roger Nienkamp, job placement specialist (full-time and graduate positions)	**F-226**
Pat Dickens, vocational assessment specialist	
Dana Bleem, vocational assessment aide	

IV. Other Helpful Information

What your Placement Test Results Mean

Since students come to the College with different academic preparation, the results of your placement tests are used to indicate the appropriate entry level courses for you in reading, writing or math. Consult the list below to determine the courses for which you should register, depending on your results. (Samples of the placement tests are included in the appendix.)

	Placement Courses Numbers	Recommended Courses
Reading	RDG:003 and RDG:006	Basic Skills (003) and Reading Improvement (006)
	RDG:007	Reading Laboratory
	RDG:002	Reading Improvement
	RDG:011	Introduction to College Reading
	RDG:100	College Reading and Study Skills
	RDG:101	Rapid Reading
Writing	ENG:010	English as a Second Language
	ENG:020	Developmental English
	ENG:030	Introduction to College Writing
	ENG:101	College Composition I
Math	MTH:001	Basic Math Skills (in classroom)
	MTH:002	Basic Math Skills (in Learning Achievement Center
	MTH:007	Elementary Algebra
	MTH:140	Intermediate Algebra
	MTH:160	College Algebra

Figuring Your Grade Point Average

In order to graduate, a student must have a 2.0 grade point average (G.P.A.). To compute your G.P.A., a student may determine the grade points for each source by multiplying the credits by grade points. Next, add all the grade points and divide that by the number of credits attempted and the result is your grade point average.

Example:	Course	Credits Attempted		Grade Point	and Value	Total Grade Points
	ENG:101	3	x	A	(4 points)	12
	BUS:104	3	x	B	(3 points)	9
	HST:101	3	x	C	(2 points)	6
	COM:101	3	x	D	(1 point)	3
	PE:175	1	x	C	(2 points)	2
	PSY:201	3	x	F	(0 points)	0
		16				32

2.0
16 32 Total Credits attempted (16) Total Grade points Earned (32) 2.0 G.P.A.

Planning Your Schedule

When planning your schedule each term, you should be aware of the following:

If you plan on working:	An appropriate course load for: Fall/Spring (16 weeks)	Summer (6 weeks)
A. 0-15 hours per week	12 to 15 credits	4 to 7 credits
B. 16-25 hours per week	8 to 11 credits	3 to 4 credits
C. 26 or more hours per week	7 credits	3 credits

Allow approximately two hours each week for study outside of class time for each credit hour in your schedule (ex: ENG:101 — 3 credits — — allow six hours each week to prepare for the course).

Be sure to take into consideration extracurricular activities when planning your classes and work load.

Attendance at Classes

You are expected to attend all of your classes. Excessive absences, as determined by the instructor, may result in a failing grade for that course.

Withdrawing from Classes

A student wishing to withdraw from any or all of his or her classes should obtain the proper form at the Counseling Center, room F-217, have it signed by a counselor or advisor ***and take it to the Records office.*** In order to receive a "W" grade, the student must complete the withdrawal process prior to the beginning of the examination period. Consult the Academic Calendar, page 11, for the last day to withdraw.

Securing a Transcript

The transcript request form can be obtained at the Admissions/Records office. It should be filled out and taken to the Cashier's office where a $2.00 fee must be paid.

Student Problems

Should you experience problems in your course work or have questions concerning testing, grading, or making up work, it is always best to talk with the course instructor first. If a satisfactory arrangement cannot be made, you do have further options. A detailed explanation of the student grievance procedure can be found in the Student Rights and Responsibilities booklet available from the Student Activities Office.

Institute for Continuing Education

The College's Institute for Continuing Education (ICE) offers hundreds of courses each semester to help adults advance in careers, explore new interests and acquire new skills. Some courses are offered for college credit and some are non-credit courses. Classes meet at the three campuses and at numerous locations throughout the St. Louis area. Forest Park ICE locations include University City, Downtown, Bevo Long, and Yeatman. Television courses are also broadcast over KETC-TV — Channel 9. The TV courses enable the students to learn in their own surroundings and earn credits at their own pace.

PHONE 644-9175

Reserve Officers Training Corps (R.O.T.C.)

You may enroll for Air Force R.O.T.C. courses through Parks College of St. Louis University and for Army R.O.T.C. courses through Washington University. Florissant Valley offers selected military science courses. Contact the Counseling office for more information.

Credit by Examination

Before you enroll in your classes, ask your counselor or advisor about earning credit for academic knowledge gained outside the classroom. To earn credit through examination, you must currently be enrolled at one of the campuses of St. Louis Community College. The amount of credit earned through examination is limited only by the College policy that your final 15 semester hours toward the associate degree must be earned here. However, other schools may have different standards for awarding credit based on examination. If you are planning to transfer, talk to a counselor or advisor about the transfer of this credit.

Advanced Placement Program (APP)

If you have successfully completed college-level courses while still in high school, you may be eligible for college credit or advanced standing providing you make satisfactory scores on the Advanced Placement Examination. This test is sponsored by the College Entrance Examination Board and is administered by participating high schools. Have your test scores sent to the Admissions office at the campus of your choice. Credit or advanced standing may be considered, if the instructional area approves, for scores of 3 or higher.

College Level Examination Program (CLEP)

The College Level Examination Program evaluates knowledge that you might have gained through reading, job experience, non-college training programs, etc. The program is sponsored by the College Entrance Examination Board and you may earn credit for general or subject examinations. Check with the instructional divisions and the campus Counseling office before you take the examination to determine the requirements for credit. Have your test scores sent to the Admissions office.

Proficiency Examination Program (PEP)

This test, similar to CLEP, is sponsored by the American College Testing Program. PEP evaluates knowledge you may have gained through reading, job experience, non-college training programs and other sources. If you are interested, check with the instructional divisions and the Counseling office to determine the requirements for credit. Have your test scores sent to the Admissions office.

Departmental Examination

Several instructional departments offer examinations for students who have acquired previous knowledge in a particular subject area. You may petition to receive credit in a course by taking a departmental examination after discussing your preparation with the appropriate division dean. The associate dean can refuse permission if you are considered insufficiently prepared. An examination fee is charged. If you do earn credit, it is recorded as "credit by examination." If you are planning to transfer, be aware that some colleges and universities do not accept such credit.

Work or Military Experience Evaluation

If you have earned credit from a non-accredited institution or for work experience, you may be granted college credit on the basis of a written or oral examination and/or certified verification of experience. Experience gained in the armed services, service schools and other sources may be considered for credit. Check with the appropriate instructional division to determine requirements for credit.

Transfer Credit

St. Louis Community College will accept credit in transfer from other accredited post-secondary institutions. To be eligible for acceptance of previously earned credit, the student must be currently enrolled at St. Louis Community College as a regular student with a declared curriculum.

The student should request an evaluation of previously earned credits at the campus Registrar's Office and have an official transcript(s) forwarded directly to the College. The transcript will be evaluated on an individual course basis and, where applicable to the student program, accepted credits will be converted into St. Louis Community College course equivalencies.

You will receive credit for transfer coursework accepted by St. Louis Community College; however, grades from other institutions will not be counted in your cumulative grade point average at Forest Park.

V. Educational Opportunities at Forest Park

Programs of Study at Forest Park

ASSOCIATE IN ARTS DEGREE (A.A.)

College-Transfer Program

These programs include freshmen- and sophomore-level courses equivalent to those courses offered in four-year colleges and universities. Graduates are awarded the Associate in Arts Degree.

	Room	Phone
Afro-American Studies (first year only)	C-213	644-9703
Art	G-416	644-9354
Arts and Sciences	F-217	644-9258
Business Administration	F-310	644-9746
Engineering Science	A-324	644-9307
General Transfer Studies	F-217	644-9258
Life Sciences	B-418	644-9314
Pre-Biology, -Dentistry, -Medical Records Administration, -Medicine, -Chiropractic, -Pharmacy, -Optometric		
Mathematics	A-316	644-9224
Music	T-127	644-9384
Pre-Music Education, -Music Therapy, -Performance		

ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.)

Career Programs

The career programs are designed to help you develop practical skills that will prepare you for an entry-level job upon graduation. The faculty members who teach the career courses have worked in their fields, and advisory committees made up of local leaders in business, industry, labor and the professions help ensure that the programs keep up with current employment demands.
Graduates are awarded an Associate in Applied Science degree.

	Room	Phone
Accounting	F-310	644-9746
Administrative Medical Assistant	F-311	644-9747
Advertising Design and Commercial Art	G-416	644-9354
Automotive Technology	G-019	644-9287
Banking and Finance	F-314	644-9771
Bio-Medical Engineering Technology	D-326	644-9309
Building Inspection and Code Enforcement Technology	B-318	644-9285
Housing Inspection option	B-318	644-9285
Child Care Assistant	D-218	644-9771
Child Development Associate	D-218	644-9771
Clinical Laboratory Technology	B-432	644-9343
Criminal Justice	C-212	644-9714
Law Enforcement option	C-212	644-9714
Corrections option	C-212	644-9714
Data Processing	D-300	644-9762
Dental Hygiene	A-424	644-9332
Electrical Engineering Technology	D-326	644-9309
Electronic Engineering Technology	D-216	644-9309
Fire Protection Technology	B-318	644-9285
Funeral Service Education	E-411	644-9327
Hospitality, Restaurant Management	F-317	644-9749
Human Services	D-212	644-9712
Manufacturing Technology	F-012	644-9305
Computer option	F-012	644-9305
Design option	F-012	644-9305
Production option	F-012	644-9305
Mass Communications	B-226	644-9377
Mechanical Engineering Technology	F-012	644-9305
Nursing	D-414	644-9315
Plumbing Design Technology	F-012	644-9305
Radiologic Technology	E-410	644-9325
Respiratory Therapy	E-411	644-9326
Robotics	D-326	644-9309
Secretarial	F-311	644-9747
Word Processing option	F-311	644-9747
Tourism	F-317	644-9749

CERTIFICATE OF PROFICIENCY PROGRAMS

Graduates of the following programs are awarded the Certificate of Proficiency.

	Room	Phone
Building Inspection and Code Enforcement Technology	B-318	644-9285
Housing Inspection option	B-318	644-9285
Business Administration	F-310	644-9746
Chefs and Cooks Apprenticeship	F-317	644-9749
Clerk Typist	F-311	644-9747
Criminal Justice	C-212	644-9714
Law Enforcement option	C-212	644-9714
Corrections option	C-212	644-9714
Data Processing	D-300	644-9762
Dental Assisting Programs	A-424	644-9332
Dental Office Assistant	A-424	644-9332
Dental Clinician	A-424	644-9332
Dental Surgery Assistant	A-424	644-9332
Engineering Drafting	E-413	644-9291
Mechanical option	E-413	644-9291
Fire Protection Technology	B-318	644-9285
Medical Office Assistant	F-311	644-9747
Medical Transcription	F-311	644-9747
Plumbing Design Technology	F-012	644-9305
Respiratory Technology	E-411	644-9326
Secretarial	F-311	644-9747
Surgical Technology	A-414	644-9340
Technical/Business Communications	A-238	644-9356
Tourism	F-317	644-9749
Ultrasound/Medical Sonography	A-412	644-9324

CERTIFICATE OF SPECIALIZED PROGRAM

Graduates of the following program are awarded the Certificate of Specialization:

	Room	Phone
Microprocessors	D-326	644-9309

VI. Definition of College Terms

1. ***Academic Load*** — the number of credit hours you take each semester. (For example, College Composition I is three credit hours per semester.) A full-time academic load is 12 to 18 credit hours per semester; a part-time academic load is one to 11 credit hours per semester.

2. ***Academic Year*** — from August to May, which includes Fall and Spring semesters.

3. ***Accreditation*** — a voluntary process of validating the quality (high standards of excellence) of an educational institution.

4. ***Advance Registration*** — deciding on the courses you will take and reserving space in them in advance of regular registration.

5. ***Advisor*** — an educational advisor helps you plan your course work depending on the requirements of your program and your educational needs.

6. ***Associate in Arts Degree (A.A.)*** — the degree awarded to students who have completed the requirements for one of the ***transfer*** curricula listed in our catalog.

7. ***Associate in Applied Science (A.A.S.)*** — the degree awarded to students who have completed requirements for one of the ***career*** curricula listed in our catalog.

8. ***Audio-Visual Services*** — See Media Services.

9. ***Auditing a Course*** — attending a course and paying the regular tuition, but not receiving credit or a grade for it.

10. ***Business/Social Science*** — the area of instruction at Forest Park which includes courses in banking, business,child care, criminal justice, human services, history/political science, hospitality/tourism, medical assisting, psychology/sociology, secretarial.

11. ***Career (or Vocational) Curriculum*** — a course of study especially designed to prepare a student for employment in a particular career field. While many career curricula require two years of full-time study, some require one year or less.

12. ***Certificate*** — a document certifying that one has fulfilled the course requirements of a non-degree program.

13. ***Counselor*** — a person professionally trained in working with students' personal problems, educational planning and career goal selection.

14. ***Credit*** — a way of counting how much a course is worth toward graduation. Usually credit hours are assigned to courses according to how many hours a week the course meets. However, in some areas you are required to attend class for more hours than the credit number. (In art, for example, you may spend four hours a week in class for two hours of credit.) Your tuition is based on the total number of credit hours you register for, but you receive credit on your transcript only for the number of credit hours in which you receive a passing grade.

15. ***Credit by Examination*** — getting credit for a course by taking a test which shows you know and understand the material of the course. Forest Park accepts credit in some areas from the CLEP (College Level Examination Program); and in some areas through special departmental tests. (For information on the CLEP test, contact the St. Louis Public Library.) See page 7 for more information.

16. ***Curriculum*** — the group of courses required for a particular degree or certificate.

17. ***Dean*** — an administrator in charge of a certain part of the College, such as Instruction or Student Services.

18. ***Dismissal*** — being refused permission to attend college. A record of the dismissal becomes part of the student's permanent record. (Refer to Student Right's and Responsibilities booklet available from Student Activities.)

19. ***Dropping a Course*** — officially withdrawing. In order to drop a course, students must see a counselor or advisor to fill out the appropriate form.

20. ***Elective Course*** — a course you ***choose*** to take which is not a required part of your chosen curriculum. Electives count toward the 64 credit hours needed for graduation, but they cannot replace the courses that are ***required.***

21. ***Extracurricular Activities*** — College activities in which students participate which are not part of their academic load.

22. ***Financial Aid*** — any kind of financial help students receive to attend college; such as grants, scholarships, loans or jobs. Contact the Financial Aid Office for information.

23. ***Finals*** — examination given at the end of the semester, sometimes covering all the materials of the course. Each final is scheduled for two hours.

24. ***Full-Time Student*** — anyone taking 12 or more credit hours in a semester. You must have regular student status.

25. ***Grade Point Average (GPA)*** — a method of showing how well you are doing in college, based on the grades you receive. See page 6 for an explanation of how to figure your GPA.

26. ***Graduate*** — a person who has finished a required curriculum and received a degree or certificate.

27. ***Grant*** — money given to students to help them attend college. Usually grants do not have to be repaid.

28. ***Honors List*** — a list of all students taking at least 12 credit hours in a given semester and receiving a 3.5 or better GPA for that semester.

29. ***Humanities*** — the area of instruction at Forest Park which includes courses in art, English/literature, foreign language, mass communications, music, philosophy, reading, speech/drama.

30. ***Instructional Resources*** — includes the library, media services and instructional television.

31. ***Intramural Activities*** — games and sports in which people who attend the college participate.

32. ***Life Sciences*** — the area of instruction at Forest Park which includes courses in biology, clinical lab technology, dental assisting and dental hygiene, funeral service, nursing, radiologic technology, respiratory technology and therapy, surgical technology, and ultrasound.

33. ***Loans*** — money received from the College, a bank or other institution which must be repaid.

34. ***Major*** — an academic area of specialization chosen by the student.

35. ***Media Services*** — a campus support department that provides audiovisual equipment, material and services primarily for the institutional areas of the College.

36. *Part-Time Student* — anyone taking fewer than 12 credit hours in a semester. May be a regular or unclassified student.

37. *Prerequisite* — a course that must be completed before taking a more advanced course in the same area. (Introduction to Sociology is a ***prerequisite*** for American Problems and Issues.)

38. *Probation* — disciplinary or social — a warning to a student who has broken one or more of the college rules. Being put on probation may include some special restriction as to what the student may do. If a student on probation does not abide by the rules or special restrictions, he/she may be dismissed from the College. See #44 Suspension and #18 Dismissal.

39. *Regular Student* — one who has submitted an application for admission and a high school transcript or GED scores and other college transcripts, and has chosen a particular program of study. May be either full- or part-time.

40. *Registration* — filling out the forms, having your courses entered into the system, and paying the fees for classes in which you wish to enroll in any particular session.

41. *Required Courses* — specific courses that must be taken to complete a particular curriculum.

42. *Scholarship* — money for college expenses given to students who meet certain academic and/or personal qualifications. Scholarships do not have to be repaid.

43. *Semester* — an academic session constituting half of the academic year, which is 16 weeks in length. (The shorter summer term is called a "session.")

44. *Suspension* — a College disciplinary action which prevents a student from attending classes or coming to school activities. See #18 Dismissal.

45. *Transcript* — a permanent record of the courses you have attempted and the grades you received.

46. *Transfer Courses* — courses which four-year colleges will accept as meeting part of their requirements. Usually Forest Park transfer courses are numbered 100 or above. See a counselor or advisor for more information.

47. *Vocational Curriculum* — see Career Curriculum.

48. *Unclassified Student* — one who has submitted an application for admission without any other academic documents. Must be a part-time student.

49. *Waiver* — Course Waiver: permission to omit a required course or substitute a similar course for one that is required. — Tuition Waiver: A financial aid document, used instead of cash, which is presented to the cashier to complete the registration process.

VII. Directory of Services

	PHONE	ROOM
Admissions & Records	*644-9128*	*U-200*
Advising Services	*644-9252*	*F-217*
Athletic Facilities	*644-9724*	*Gym*
Automotive Services	*644-9765*	*C-013*
Babysitting	*644-9143*	*U-116*
Bookstore	*644-9150*	*U-100*
Career Planning and Advancement	*644-9252*	*F-217*
Careers for Homemakers	*644-9262*	*L-049*
Counseling Services	*644-9252*	*F-217/218*
Credit Hours Beyond Maximum	*644-9245*	*G-215*
Dean of Instruction	*644-9282*	*F-223*
Dean of Students	*644-9113*	*G-210*
Dental Services	*644-9330*	*A-430*
Emergency	*644-9777*	*C-013*
Financial Assistance	*644-9117*	*U-209*
Handicapped Student needs	*644-9243*	*E-222*
Health Problems	*644-9780*	*E-217*
International Students	*644-9243*	*E-230*
Job Placement (full- and part-time)	*644-9251*	*F-217*
Library	*644-9210*	*D-Tower*
Lost and Found	*644-9700*	*C-013*
Personal Problems	*644-9252*	*F-217*
Police-Campus	*644-9777*	*C-013*
Student Activities	*644-9137*	*U-101*
Student Records	*644-9102*	*U-200*
Study Help (Learning Achievement Center)	*644-9257*	*G-229*
Study Help (Math Help Room)	*644-9224*	*A-430*
Study Help (Writing Labs)	*644-9356*	*G-225/A-218*
Transferring Credits (into the College)	*644-9101*	*U-230*
Tutoring	*644-9257*	*G-229*
Veterans Service	*644-9226*	*E-227*

12

Academic Calendar

Fall 1983

August 19 New faculty orientation
August 22, 23, 24, 25, 26 Advising and registration
August 29 Classes begin
September 5 Labor day (no classes)
September 10 Saturday classes begin
October 21 Mid-semester
November 24, 25 Thanksgiving (no classes)
December 16 Last day to withdraw with "W" grade
December 17 Last day of classes
December 19, 20, 21 Final exams

Spring 1984

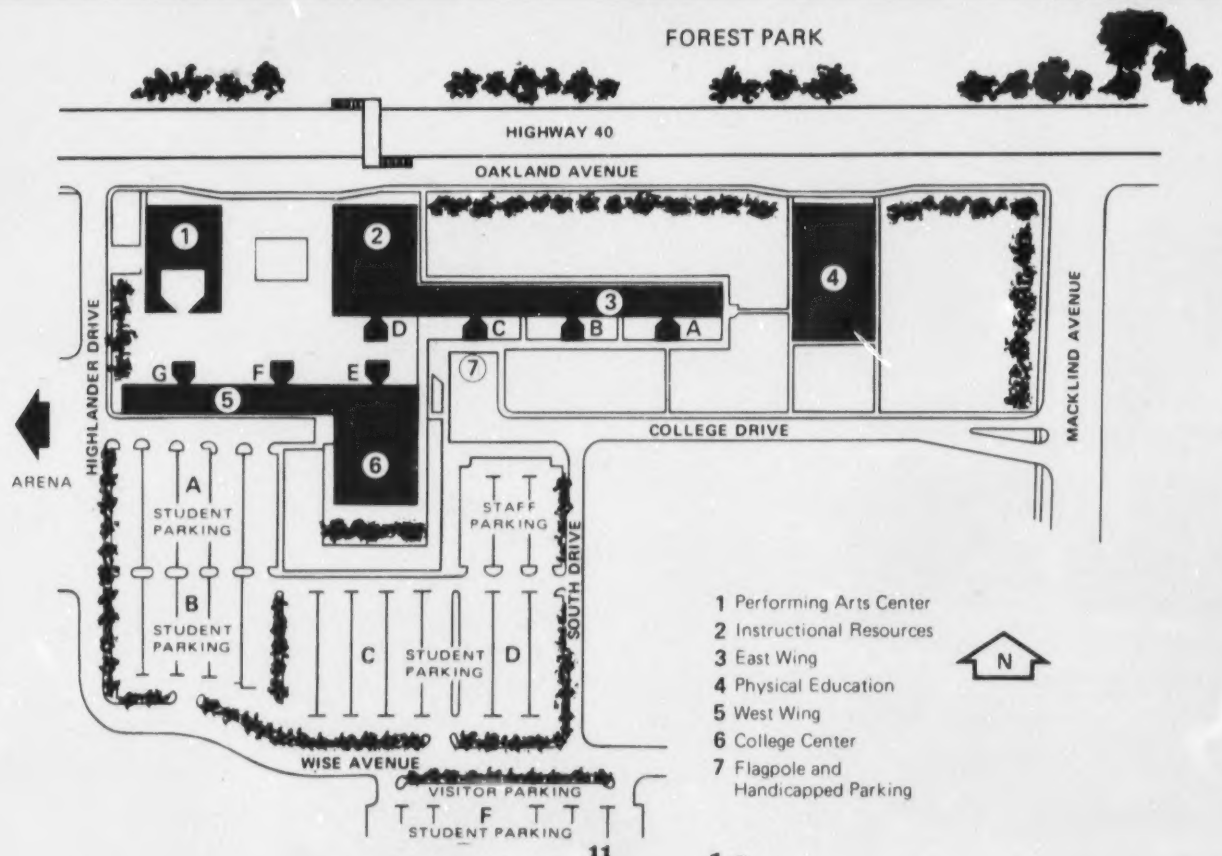
January 9, 10, 11, 12, 13 Advising and registration
January 16 Martin Luther King day (no classes)
January 17 Classes begin
January 21 Saturday classes begin
February 20 Washington's birthday (no classes)
March 9 Mid-semester
March 12, 13, 14, 15, 16 Spring break
April 20 Holiday (no classes)
May 10 Last day to withdraw with "W" grade
May 11 Last day of classes
May 14 Reading day
May 15, 16, 17, 18 Final exams
May 18 Commencement

Intersession

May 21-June 8

Summer 1984

June 5, 6, 7 Registration
June 11 Classes begin
July 18 Last day to withdraw with "W" grade for 6-week session
August 1 Last day to withdraw with "W" grade for 8-week session
August 3 Classes end



St. Louis Community College
at Forest Park

ACADEMIC ADVISING FORM
SAMPLE

PLEASE PRINT

LAST NAME _____ FIRST NAME _____ INITIAL _____

STREET ADDRESS _____ ZIP CODE _____

STUDENT NUMBER _____ PHONE NO. _____

CURRICULUM _____

☐ FALL SEMESTER
☐ SPRING SEMESTER
☐ SUMMER SESSION
☐ OTHER

of 19_____

RECOMMENDED COURSES (LIST LABS ON A SEPARATE LINE)

Day or Eve.	COURSE NAME	CR. HRS.	COURSE NUMBER	SEC. NUMBER		M	T	W	R (TH)	F	S	ROOM
	Introduction to Business Administration	3	BUS:104	001	CLASS BEGINS	9		9		9		C-112
					CLASS ENDS	9:50		9:50		9:50		
	College Composition I	3	ENG:101	002	CLASS BEGINS	10		10		10		A-219
					CLASS ENDS	10:50		10:50		10:50		
	U.S. History I	3	HST:101	003	CLASS BEGINS	11		11		11		C-215
					CLASS ENDS	11:50		11:50		11:50		
	Introduction to Biology I	4	BIO:111	004	CLASS BEGINS		9:30		9:30			B-112
					CLASS ENDS		10:50		10:50			
					CLASS BEGINS		8					B-411
					CLASS ENDS		9:20	LAB				
	Oral Communications	3	COM:101	005	CLASS BEGINS		11		11			T-103
					CLASS ENDS		12:20		12:20			
					CLASS BEGINS							
					CLASS ENDS							
	Swimming (beginning)	1	PE:175	002	CLASS BEGINS					1		Pool
					CLASS ENDS					2:50		
					CLASS BEGINS							
					CLASS ENDS							
	TOTAL CREDIT HOURS	17										

NOTES:

This is a tentative schedule and does not assure the student of space in a course or section and these classes can be cancelled.

☐ This form completed without the student record.

COUNSELOR/ADVISOR SIGNATURE _____ DATE _____

FOR REGISTRAR'S USE ONLY

CURRICULUM _____

CUMULATIVE HOURS _____

CUMULATIVE G P A _____

TEST _____

SCORES _____

Sample Placement Test

I. English Composition Placement Essay

We are asking you to do this writing so that we can more effectively place you in the writing course that will help you the most. Your writing will mainly be evaluated on how well you do the following:

1. Stick to the point.
2. Support your generalizations with specific details and examples.
3. Arrange your ideas in a logical order.
4. Keep your writing relatively free of mechanical errors.

You have 30 minutes to write on the topic given to you. You should try to write at least one full page. Reserve some time for reading back over what you have written in order to make any changes.

An example of what you might be asked to write about is: What You Like and Dislike About the City of St. Louis.

II. Reading Placement Test

The reading placement test is divided into three parts: ***General Reading, Vocabulary,*** and ***Comprehension.*** You will be given a certain amount of time for each part. Your answers will be recorded on a separate answer sheet. You are to read each question and its numbered answers. When you have decided which answer is correct, blacken the corresponding space on the answer sheet. Make your mark as long as the pair of lines. If you change your mind, erase your first mark completely.

Example: Missouri is:

1. a country
2. a mountain
3. a city
4. a state
5. an island

1	2	3	4	5
1.II	II	II	II	II

Part 1: General Reading

On this part of the test you will be asked to read a short article and answer questions on that article. You are not allowed to read any part of the article more than once. The article is approximately four pages long.

Sample: ***Pet Neuroses***

Dogs and cats, like people, can be neurotic. Household pets have been known to develop psychosomatic illnesses; to experience anxiety, depression, and phobias; and to feel jealousy.

Animal behaviorists use a variety of unusual techniques to treat their patients. One, who specializes in treating hyperactive dogs, isolates the animal in a room monitored by closed-circuit television. When the pet shows signs of hyperactivity, a noise is sounded in the room. The animal learns to avoid the behavior that leads to the painful sound.

Most animal behaviorists agree that a pet's owner is the source of the animal's neurotic behavior. The pet may be imitating its owner's neurotic behavior or responding to his or her moods. Thus, it is sometimes necessary for the owner to have psychological help before the pet can be cured.

DO NOT GO BACK TO THE READING SELECTION

Questions: 1. Isolation has been used to treat:
   a. hyperactivity
   b. tantrums
   c. psychosomatic illness
   d. moodiness

2. It is sometimes necessary to treat the pet's owner in order to:
   a. stop the owner from mistreating the pet
   b. be sure the owner cooperated with the animal behaviorist
   c. teach the owner how to deal with the pet's problems
   d. eliminate human neuroses the pet may be imitating

Part 2 - Vocabulary

On this part of the test, you will read a definition followed by five words. You are to choose the one word which fits the definition.

1. The outside of anything:
   a. covering b. surface c. wrapping d. top e. support
2. An introduction to a literary work:
   a. title b. prologue c. index d. epilogue e. bibliography
3. A device used for measuring and indicating time:
   a. clock b. thermometer c. barometer d. speedometer e. odometer
4. A fabric with stripes or bars of various colors and widths that cross at right angles:
   a. tweed b. herringbone c. plaid d. polka dot e. velvet

Part 3 - Comprehension

On this part of the test you are asked to read several passages on different topics. Each passage is followed by several questions. These questions concern the main ideas in the passages, important facts which are given, the order of events, and conclusions you can reasonably draw from the ideas in the passages. If you do not remember the answer to a question, ***you may reread the passage to find it.***

DRAKE'S FOLLY

Before 1897 petroleum was not in general use. In a few countries, notably Romania and Canada, small amounts were produced. Workers dug for it and hauled it out in buckets. But in 1857 E.L. Drake devised a new method for extracting oil from the ground.

Drake had worked at various jobs before investing in a faltering oil-mining company in Pennsylvania. The mining venture was soon abandoned, but Drake decided to try something different. He announced his intention to drill through solid rock to get petroleum. Few people believe Drake's theory: that there were underground pools of petroleum that could be tapped by drilling wells and bringing up the oil in pipes. But with the help of a blacksmith and his sons, Drake set up a drilling rig and went to work. The people around Titusville, Pennsylvania, where Drake was drilling, began calling his operation "Drake's Folly."

On August 27, 1359, "Drake's Folly" hit a reservoir of oil sixty-nine feet below the surface. The world saw its first "gusher." But 1860, 600 new petroleum companies were started in Pennsylvania alone.

Drake had four prosperous years before he went to New York to establish an oil brokerage business. This business soon failed, and by 1869 Drake was looking for odd jobs again. He died in 1880, a pauper.

Questions:

1. What is the main idea of the selection?
   a. E.L. Drake died a pauper because his oil brokerage business failed.
   b. E.L. Drake changed the oil industry by drilling successfully for oil.
   c. People who propose new ways of doing things are often ridiculed.
   d. Drake was forced to leave the oil business because people thought his methods were a "folly."
2. When did Drake hit oil?
   a. 1860
   b. 1857
   c. 1869
   d. 1859
3. What was "Drake's Folly"?
   a. a pool of oil
   b. an oil mine
   c. an oil well
   d. an oil brokerage business

III. Mathmatics Placement Test

Directions:

Do as many of the following 30 problems as you can. You have 40 minutes.

The following test is divided into three Levels. Each Level consists of 10 problems. Each Level will be graded separately. The passing score for each Level is 80%. The course recommended for your placement will be determined by the ***highest*** Level which you pass.

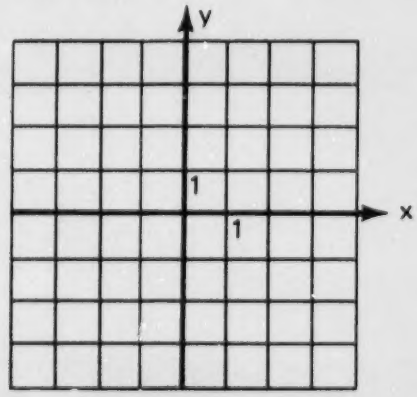
1. $15.73 + 7.6$
2. $6.26 - 0.679$
3. 1.03×2.3
4. $2295 \div 153$
5. $1/2 + 3/4$
6. $2/5 \times 2/3$
7. $34.96 \div 2.3$
8. $5/8 - 1/2$
9. Change 3/4 to a percentage.
10. 12% of 60 = ?

Level 2

11. If $a = 1$ and $b = -2$, find the value of $3a^2 - 4ab - 5$.
12. Multiply: $(-2x^2)(3x^3y)(-xy^2)$
13. Divide:

$$\frac{24x^7y^{10}}{-3x^3y^{10}}$$

14. Combine like terms: $3x^2 + 5x^3 + x^2 - 7x^3$
15. Solve for x: $3x + 7 = x - 1$
16. Multiply: $(2x - 1)(4x + 1)$
17. Factor: $x^2 + 2x - 3$
18. Factor: $4x^2 - 25$
19. Combine into a single fraction: $5/x + 2/3x$
20. Plot the point (-3,1).



17

Level 3

1. Factor completely: $ax + ay + 2x + 2y$
2. Express as a single fraction in lowest terms:

$$\frac{2}{x+3} - \frac{x+1}{x^2-9}$$

3. Express as a single fraction in lowest terms:

$$\frac{x+2}{x-3} \div \frac{x^2-4}{3x-6}$$

4. Solve for x: $6x - 15 < 8x - 5$
5. Solve for x: $x^2 - x - 42 = 0$
6. Simplify: $16^{3/4}$
7. Express in simplest radical form: $\sqrt{75}$
8. Simplify and express answer with positive exponents only.

$$\frac{(2a^{-2}b^3)^3}{4a^3b^{-2}}$$

9. Multiply: $(\sqrt{5} - \sqrt{3})(\sqrt{5} + \sqrt{3})$
10. Solve: $4x + 3y = 5$
    $2x + 5y = -1$

Answers

1. *23.33*
2. *5.581*
3. *2.369*
4. *15*
5. *5/4*
6. *4/15*
7. *15.2*
8. *1/8*
9. *75%*
10. *7.2*
11. *6*
12. $6x^6y^3$
13. $-8x^4$
14. $4x^2 - 2x^3$
15. $x = -4$
16. $8x^2 - 2x - 1$
17. $(x + 3)(x - 1)$
18. $(2x + 5)(2x - 5)$
19. *17/3x*
21. $(x + y)(a + 2)$
22. $(x - 7)/(x^2 - 9)$
23. $3/(x - 3)$
24. $x - 5$
25. $x = 7, -6$
26. *8*
27. *53*
28. $2b^{11}/a^9$
29. *2*
30. $(2, -1)$

St. Louis Community College
at Forest Park

5600 Oakland Avenue, St. Louis, MO 63110

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